



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 097 - 09**

**OPEN TO:** **All Qualified Candidates**

**POSITION:** **Administrative Assistant, FSN-8; FP-6**  
(Salary approx. Tk. 44,000 per month)  
**OR**

**Depending on qualifications and experience  
incumbent may be hired at a lower trainee grade  
level as below:**

**Trainee Administrative Assistant, FSN-7; FP-7**  
(Salary approx. Tk. 38,000 per month)

**OPENING DATE:** **November 18, 2009**

**CLOSING DATE:** **November 24, 2009** (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE  
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE  
FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Administrative Assistant** for its Foreign Agricultural Service (FAS) Office under United States Department of Agriculture (USDA).



**BASIC FUNCTION:** The incumbent is responsible for all sorts of administrative and office support related tasks of FAS/Dhaka. Drafts all budget operations, collects data and maintains databases. Coordinate daily communication with U.S. Embassy Dhaka and with USDA/FAS on a variety of matters. Coordinate all official travel, including visits of USDA Cooperators. Assists in development and maintenance of a broad range of office contacts (host government, agribusiness and food industry, academic and research institutions, chambers of commerce, and private traders etc.). Lead all computer hardware and software configurations, installations, and communications and maintenance. Has a backup role in absence of the Agricultural Specialist.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Office and Budget Management:**

- ✚ Prepares, manages, reviews FAS/Dhaka annual budget in accordance with established FAS procedures and regulations. Drafts quarterly budget cables and budget related correspondences. Keeps record of all financial changes and reports the changes and their anticipated implications in quarterly budget updates.
- ✚ Responsible for inventory management of equipment and furniture in the office. Prepares documents pertaining to official travel and other office expenditures, coordinates official travel that requires arranging transportation, accommodation, and setting up appointments and following up the schedule for the visitors.
- ✚ Maintains office files, prepares general correspondence, materials, and reports. Manages stocking, ordering, and delivery of office supplies, and the distribution of office correspondence, incoming mail, and unclassified cable communications.
- ✚ Keeps FAS/Dhaka computer and communication systems up and running in coordination with FAS Headquarters in Washington DC and with FAS/New Delhi. Prepares Time and Attendance report fortnightly. Must be able to run the office smoothly in the absence of Agricultural Specialist.

### **B. Data Collection and Database Management:**

- ✚ Collects data on agricultural production, trade, consumption, prices, stocks and market conditions from various GOB agencies as well as from the private trade sources. Updates specific agricultural data in office computer and maintains a statistical data series to serve as the foundation of Post commodity reports. Assists in researching marketing information and importer related information as required.



- ✚ Updates mailing lists and agricultural business contact lists and enters data into computer database.

### **C. Business and Public Assistance:**

- ✚ Responds to general requests for information about agricultural import and export opportunities. Supplies U.S. business representatives with lists of local agricultural importers and exporters, and provides information and advice to U.S. exporters and local importers, in coordination with the Agricultural Specialist. Compiles data from trade publications and government documents relating to local agricultural trade import requirements.
- ✚ Performs other duties as assigned.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Bachelor degree (2 or 3 year) in Business, Finance, Accounting from a recognized university. *(You must attach a copy of your bachelor degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) in both English and Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum of 3 years administrative/secretarial experience in an English medium work environment.
- 4. Job Knowledge:** Good knowledge of numbers and computer applications. Sound knowledge on budget and financial planning.
- 5. Skills & Abilities:** Collection of secondary data and development of data bases for various crops; drafting of Posts financial plan and quarterly review of budget; drafting of format based reports; attending commercial visitors and reply to inquiries.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.



#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

#### **TO APPLY:**

Interested candidates are requested to submit the following:

**1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near the Vatican Embassy) and at U.S. Embassy website at: [dhaka.usembassy.gov](http://dhaka.usembassy.gov).**  
A copy is also attached hereto for your convenience.

[Application Form](#)

**2.** Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.



All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

**DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

**2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

**3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.



**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Cleared by:

HRO:

FAS:

FMO:

MGT: